

# Self-Service Time and Attendance (SSTA)

## Punch Timesheet: Manually Reporting Excess Work Hours

### Important Reminders:

- Some employees are set up by their Human Resources/Payroll Department to earn overtime, comp time, or unbudgeted (uncompensated) hours as a default when they report hours in excess of their schedule.
- If you wish to report comp time earned and overtime hours in the same week, you will need to manually report your excess hours on the timesheet.
- This job aid will focus on the manual entry of overtime and/or comp time hours.
- Employees who are not eligible to earn comp time or overtime should check with their Agency HR/Payroll to find out whether to report excess hours worked.
- The deadline for time reporting is each Thursday at 5:00PM.
- Please consult your HR/Payroll Department to ensure the correct Comp Time and Overtime calculations, based on specific contract bargaining agreements.

Step	Action
1.	Log in to SSTA with your user ID (employee ID) and password.
2.	From the SSTA homepage, click on the <b>SELF SERVICE</b> link located in the menu box.
3.	You will arrive at the <b>SELF SERVICE</b> page. Click on the <b>TIMESHEET</b> link to access your timesheet.
4.	Your timesheet will be displayed.
5.	Locate the row for the day you were approved to work overtime or earn comp time.
6.	Click on the <b>ADD A ROW (+)</b> icon. A row must be added for each TRC used.
7.	<b>DO NOT</b> adjust your <b>OUT</b> time to reflect overtime worked or comp time hours earned. This information will be recorded in the quantity column in the new row.

Step	Action						
8.	<p>In the <b>TRC</b> column, click on the magnifying glass icon in the new row for the day you earned comp time or overtime. This will display the <b>LOOK UP TRC</b> table. Scroll through the table and click on the time reporting code you wish to use.</p> <p>Check with your Agency Human Resources/Payroll Department to learn when to use Overtime Straight (OTS), Overtime Premium (OTP) or Comp Time (COM).</p>						
9.	<p>If you are eligible for COMP and have confirmed how you should calculate comp time earned, in the <b>QUANTITY</b> column, enter the number of hours of comp time earned in the new row. Reporting comp time earned is different from reporting leave. Use the table below for clarification:</p> <p><b>Comp Time:</b></p> <table border="0"> <tr> <td><b>Total Hours Worked:</b></td> <td><b>Use this TRC:</b></td> </tr> <tr> <td>37.5-40 hours:</td> <td>Comp Time Earned (COM)</td> </tr> <tr> <td>40+ hours:</td> <td>Comp Time Earned (COM)*</td> </tr> </table> <p>*You must manually multiply by 1.5 the hours over 40 to account for accrual at time and a half.</p> <p><i>Example: A 37.50-hour employee works 44 hours and requests comp time. The employee should report a total of 8.5 hours of comp time earned (2.5 hours earned at straight time from 37.5 to 40 and 6 hours [4 hours*1.5] from 40 to 44 hours = 8.5 hours).</i></p> <p>Part time employees should calculate extra hours worked as comp time straight time until reaching 8 hours per day and premium time (1.5) for extra hours worked over 8 in a day or more than 40 hours in the week.</p>	<b>Total Hours Worked:</b>	<b>Use this TRC:</b>	37.5-40 hours:	Comp Time Earned (COM)	40+ hours:	Comp Time Earned (COM)*
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40+ hours:	Comp Time Earned (COM)*						

Step	Action
10.	<p>If you are eligible for Overtime and have confirmed how you should report overtime hours, in the <b>QUANTITY</b> column, enter the number of hours of overtime worked in the new row. Reporting overtime is different from reporting leave. Use the table below for clarification:</p> <p><b>Overtime:</b></p> <p><b>Total Hours Worked:</b>    <b>Use this TRC:</b>  37.5 hours – 40 hours:    Overtime Straight (OTS)  40+ hours:                    Overtime Premium (OTP)</p> <p><i>*For Overtime, you will enter in the hour for hour amount in the quantity field as either OTS or OTP as applicable.  Example: A 37.50-hour employee works 44 hours and requests overtime. The employee should report a total of 2.5 hours of OTS and 4 hours of OTP from 40 to 44 hours.</i></p> <p>Part time employees should enter in extra hours worked as OTS time until reaching 8 hours per day and OTP for extra hours worked over 8 in a day or more than 40 hours in the week.</p>
11.	Repeat steps as necessary for each day you earned comp time or overtime.
12.	If your timesheet is accurate, click on the <b>SUBMIT</b> button.
13.	The <b>SUBMIT CONFIRMATION</b> page will display. By clicking the <b>OK</b> button on this page, you are certifying your attendance record.
14.	Review your <b>REPORTED HOURS</b> and <b>SCHEDULED HOURS</b> information above your timesheet. Notice that your <b>REPORTED HOURS</b> are greater than your <b>SCHEDULED HOURS</b> because overtime and/or comp time has been reported.
15.	Review the <b>REPORTED HOURS SUMMARY</b> table for accuracy. Days that you report less than or more than your scheduled hours will be identified in the <b>SCHEDULE DEVIATION</b> column. Your total hours reported and your total scheduled hours will be identified in the <b>TOTAL</b> column. An overage of hours will appear in the <b>DEVIATION</b> column for the day(s) overtime and/or comp time is reported.
16.	Review the <b>STATUS</b> column. Notice that the value in the status column is now <b>NEEDS APPROVAL</b> . When your manager/supervisor reviews and approves the time you submitted, the status will change to <b>APPROVED</b> .
17.	Click on the <b>SIGN OUT</b> link to log out of SSTA.